

**REQUEST FOR CATALOGING/SUPPLY MANAGEMENT DATA ACTION**  
*(See Instructions on Back)*

DCSN

**SECTION I - BASIC DATA**

NSN		ACQUISITION ADVICE CODE	METHOD OF PURCHASE CODE
ITEM NAME		ITEM STANDARDIZATION CODE	FEDERAL SUPPLY SCHEDULE NUMBER
UNIT PRICE	UNIT OF ISSUE	QUANTITATIVE EXPRESSION	QUANTITY PER UNIT PACK
SHELF LIFE CODE	NAF ITEM CODE	PUBLICATION INDICATOR CODE	ESSENTIALITY CODE
			EXCEPTION STATUS FLAG

**SECTION II - CATALOGING ACTION REQUESTED**

*(Provide mgmt. data in Section III)*

OBTAIN NEW NSN       REINSTATE NSN       CHANGE FSC TO: \_\_\_\_\_

*(Shown in Section III)*

ADD    OR     CHANGE GSA MGMT. DATA       CHANGE ITEM NAME TO: \_\_\_\_\_

DELETE GSA MGMT. DATA *(Inactive NSN)*       ADD/REVISE CHARACTERISTICS DATA *(Shown in Section IV)*

CANCEL NSN INVALID *(No replacement NSN)*       ADD/REVISE REFERENCE DATA *(Shown in Section IV)*

CANCEL/USE       CANCEL/DUPLICATE OF NSN: \_\_\_\_\_

DELETE GSA MGMT. DATA - NON PROCURABLE (NIIN STATUS CODE 1 or 9) REPL NSN: \_\_\_\_\_

CHANGE ITEM STANDARDIZATION CODE TO: \_\_\_\_\_ REPL NSN: \_\_\_\_\_

OBTAIN EXCEPTION STATUS       LOGISTICS REASSIGNMENT       ADD USER

**SECTION III - SUPPLY MANAGEMENT DATA REQUESTED**

ACQUISITION ADVICE CODE	METHOD OF PURCHASE CODE	SHELF LIFE CODE	FEDERAL SUPPLY SCHEDULE NO.	NAF ITEM CODE
UNIT PRICE	UNIT OF ISSUE	QUANTITATIVE EXPRESSION	PUBLICATION INDICATOR CODE	QUANTITY PER UNIT PACK
PHRASE CODE	W/SUB NSN		ESSENTIALITY CODE	EFFECTIVE DATE

**SECTION IV - EXPLANATION, JUSTIFICATION, AND/OR ADDITIONAL DATA *(Additional space on back)***

**SECTION V - ORIGINATOR**

ORIGINATOR'S NAME	CORRESPONDENCE SYMBOL	TELEPHONE NUMBER	DATE
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**SECTION VI - ACTION TAKEN**

MANAGER'S NAME	CORRESPONDENCE SYMBOL	TELEPHONE NUMBER	DATE
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ACTION TAKEN?     YES                       NO                       MODIFIED AS FOLLOWS:

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## GENERAL INSTRUCTIONS

1. Please complete all data elements relevant to your request. In some cases, such as a method of purchase code change, only a few data elements may be necessary to process your request. Other requests, such as a new NSN assignment, will require many data elements as well as detailed justification and/or identification data. All of the data elements and actions included on this form are further explained in GSA handbook, FSS P 29011.11A, chapters 2, 7, and 11 through 13. Chapter 11 gives direction on coordination, types of justification required and recommended attachments.
2. When requesting to obtain a new NSN, use Section III to record the proposed management data. When adding or changing management data for an existing NSN, provide only those data elements in Section III which are to be changed.
3. Most actions covered by this form require a proposed effective date. An explanation of how the date was chosen should be provided.
4. Use Section IV to show new or revised characteristics or referenced data, and to explain the proposed action, effective date, etc. If Section IV is not large enough, use the space below or extra sheets.